



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

DAIM-ZA

S: 15 Apr 04
S: 15 May 04
S: 15 Jun 04

DEC 04 2003

MEMORANDUM FOR

Director, Headquarters Installation Management Agency, ATTN: SFIM-PL, 2511
Jefferson Davis Highway, Arlington, VA 22202-3926
Chief, US Army National Guard, ATTN: NGB-ARI, 111 South George Mason Drive,
Arlington, VA 22204

**SUBJECT: 2004 Installation Status Report (ISR) and Service Based Costing (SBC)
Data Collection Cycle**

1. The 2004 ISR/SBC data collection officially starts on 5 Jan 04 for all ISR components (Infrastructure, Environment, Services) and SBC. All supporting documentation will be available on the ISR website, <http://isr.pentagon.mil> at that time.
 - a. The 2004 ISR Implementing instructions, which include updated standards, performance measures, pacing measures, as well as process and software changes, are currently available on the ISR website. This allows data collection to start as soon as possible – even though the ISR software is not available until 5 Jan 04 to enter data.
 - b. The ISR Infrastructure data file from Installation RPLANS will not be available in ISR until mid-Jan 04. The Environmental baseline data will not be available for validation in ISR Environment until mid-Apr 04.
 - c. ISR Services and SBC input to HQDA is due 15 Apr 04 to support development of Base Operations Support (BASOPS) requirements for the Program Objective Memorandum (POM). ISR Infrastructure and ISR Environment are due to HQDA on 15 May 04 and 15 Jun 04, respectively. Due dates are the same as last year.
 - d. The 2004 approved installation reporting structure is at Enclosure 1. Army National Guard (ARNG) installations will report through ARNG to HQDA. All other installations will report through the IMA to HQDA.
 - e. ISR minimum hardware and software requirements to run all ISR applications are provided at Enclosure 2.


DAIM-ZA

SUBJECT: 2004 Installation Status Report (ISR) and SBC (Service Based Costing)
Data Collection Cycle

2. ISR data is used by HQDA to justify Military Construction projects, generate 'Backlog' cost for Restoration and Modernization, develop BASOPS funding requirements, provide information papers to Army leaders, and is a basis for determining the readiness of Army installations in the Strategic Readiness System (SRS) and the OSD Installation Readiness Report (IRR). The accuracy of ISR data is key to these processes and decision-making tools.

3. POC for this action is Linda Smith, ISR Program Manager, (703) 602-2442, DSN 664-2442, Linda.Smith@hqda.army.mil.

Encls


LARRY J. LUST
Major General, GS
Assistant Chief of Staff
for Installation Management